

Test/Exam Proctoring at the Groton Public Library

In an attempt to support continuing education and lifelong learning, the Groton Public Library has agreed to act as proctors for distance learning students.

We are able to proctor tests under the following conditions:

- Any library staff member available must be acceptable as the proctor when students choose to take the exam.
- Students need to present current photo ID. Name on ID must match the name on the test the student is registered to take.
- The student must not require supervision while taking the exam. The Library is unable to provide one-on-one monitoring of students. Students will sit near the Reference Desk or on a public computer while the Reference Librarian performs regular duties. Please be aware that the library environment and noise level will vary depending on the time of day. The proctor will be the Librarian on duty at the time of the exam.
- The Library agrees to receive the exam. When contacted by the student, we will arrange a time for the exam to be taken.
- Staff will hand out the exam, collect it when completed, and mail it back to the appropriate educational institution.
- The Library will not assume any postage expense. The student or the institution giving the test need to provide a return envelope with paid postage. If the test needs to be faxed to the institution, the student must pay the fee for the faxing service. The Library cannot arrange for UPS or FedEx pickup.
- **NOTE: Proctoring is not available on Sundays.**

If this process is acceptable to both the student and the educational institution, we will proceed to proctor the exam. Please address questions to the Library reference staff at reference@groton-ct.gov or call us at 860-441-6750.